



FY09 PROGRAM GUIDE

FOR OFFENDER REENTRY and  
TRANSITION SERVICES

Department of Criminal Justice Services  
202 North 9<sup>th</sup> Street  
Richmond, Virginia 23219

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The purpose of this grant program is to support professional services and guidance that increase the opportunity for, and the likelihood of, successful re-entry and reintegration into local society by incarcerated adult offenders. Since obtaining and retaining employment is a key element in the successful reintegration process, employment placement services must be emphasized in the scope of service delivery by potential grant recipients.

The Criminal Justice Services Board of the Department of Criminal Justice Services has approved funding certain Offender Reentry & Transition Services grants (formerly known as PAPIS grants) with the use of State General Fund Grant monies. Programs that wish continued funding to support offender transition services must submit specific elements of a grant application in order for the funds to be released in FY08.

#### ***Which Programs are eligible?***

Only the following current providers may apply. They are: Northwestern Regional Jail, Colonial Community Corrections Transitional Services, Northern Neck Regional Jail, O.A.R.—Arlington, O.A.R.—Fairfax, O.A.R.—Jefferson Area, O.A.R.—Richmond, STEP-UP, Inc., and Virginia CARES, Inc.

#### ***Grant Limits***

The total grant funds that may be available are \$2,400,000. This amount, of course, is based on the availability of state general funds at the end of the General Assembly session. Please determine your budgetary needs with reason and restraint. .

#### ***Grant Period***

The grant period will be from July 1, 2008 to June 30, 2009.

#### ***Restrictions***

Indirect costs are not allowable. Grant funds may not be used to purchase equipment unless it is a necessary part of, and incidental to, an approved project. Grant funds may not be used for services for offenders adjudicated in the juvenile justice system. Grant funds must not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services. Grant funds may not be used to cover capital construction, renovation, or remodeling costs.

#### ***How To Apply***

Applicants should submit an original and two (2) copies of the DCJS Application to the Department of Criminal Justice Services, Attention: Grants Administration, **no later than 4:00 PM on Friday, April 11, 2008**. All parts of the grant application (with appropriate signatures) must be included. Faxed and emailed applications and applications received after the deadline will not be accepted.

Because of the relatively short time period, applicants are advised to be sure their applications are not only complete, but also fully and thoroughly address the application requirements and criteria at the time of submission.

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#### ***Summary Description of a Complete Application***

A complete application should contain:

- A DCJS grant cover sheet, completed and signed by the Project Administrator;
- A program overview including a description of the program's accomplishments over the past grant year;
- ~~Goals and Objectives for the FY2009 grant year;~~
- An itemized budget whose totals must not exceed the figures already received by the program in 2008;
- A budget narrative that does not reiterate, but rather explains, the budget items. It further justifies the need for all funds requested and states the basis for the amounts requested (i.e. historical use, county rate, etc.)
- A section describing the program's goals and objectives for FY2009. These should be quantitative, realistic and measurable. This section should not exceed three (3) pages.
- A Grant Application Checklist

#### ***Contact:***

Proper grant application forms may be obtained online at

<http://www.dcjs.virginia.gov/forms/grants/grantApp.rtf> (cover sheet) and

<http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf> (itemized budget).

For further information or assistance, contact **Carol-Lee Raimo**, in the Correctional Services Section, at the Department of Criminal Justice Services, (804) 786-9652 or e-mail to [Carol-Lee.Raimo@dcjs.virginia.gov/](mailto:Carol-Lee.Raimo@dcjs.virginia.gov)

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**INSTRUCTIONS FOR COMPLETING COVER PAGE**

**A. Application Face Sheet**

**Grant Program:** Offender Reentry Program (formerly PAPIS)

**Applicant:** Name of locality, public or state agency or private non-profit entity.

**Jurisdiction(s) Served:** List all cities/counties served; or indicate “statewide” if that is appropriate.

**Program Title:** Specific name of your transition services program.

**Type of Application:** These will all be continuation grants; indicate current grant number.

**Grant Period:** Grants are awarded for a 12-month period, beginning July 1 of the current year and ending June 30 of the coming year.

**Project Director, Program Administrator, and Finance Officer:**

- Project Director: The person who will have day-to-day responsibility for managing the project.
- Program Administrator: The person who has authority to formally commit the applicant to complying with all the terms of the grant application. Usually this is the city, county or town manager, state agency director, or private non-profit agency director/president/CEO/executive board chair.
- Finance Officer: The person who will be responsible for fiscal management of the funds.

***It is extremely important that you provide fax as well as telephone numbers for each person.***

**B. Brief Project Description:** A short description of the proposed project (ex: The XYZ Program provides transition services to adult offenders prior to their release from the ABC Jail or DEF Correctional Institution. After release, the program provides such services to ex-offenders returning to the Utopia County area.”)

**C. Project Budget Summary:** Itemize and total figures from budget categories. In “Subgrantee Match” column, list funds from other sources. Justify need for amounts in narrative.

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### **INSTRUCTIONS FOR COMPLETING GRANT APPLICATION** *(Please paginate!)*

#### **Project Description (3 pages, maximum):**

In this section the applicant is to describe, in whatever detail necessary, the past year's accomplishments, including the number of clients served and totals of service units it provided. Compare this, if appropriate, to the statistics in FY07 and/or thus far in FY08.

Describe any difference in services or service area you foresee in the FY2008 grant year and how you intend to readjust services and personnel to accommodate these differences.

#### **Goals and Objectives (3 pages, maximum):**

There is at least one established goal which relates to the program: to prepare and assist incarcerated adult offenders in achieving successful reintegration into society. It is the responsibility of the applicant to devise objectives which will accomplish that goal. In filling out this section of the application, be sure to include these required objectives, as well as the additional goals and objectives which you have developed in designing your project.

An objective is a statement that sets forth a particular result which is hoped to be accomplished and the attainment of which will contribute to the accomplishment of the goal. The objective statement contains four parts: the "what," "how much," "to whom," and "when" of program operation. A program objective statement must:

1. Begin with an active verb.
2. Specify a single key result (the "what") to be accomplished, which relates directly to the need being addressed. (Example: Provide local judges with supervision of 100 *community service orders*.)
3. Be quantified (or verifiable) and stated in terms that can be measured (the "how much"). (Example: Assist 60 offenders in finding paid employment.)
4. Indicate the intended targets of the program (the "to whom"). (Example: During the course of 12 month grant period, provide substance abuse referrals for 150 *adult offenders*).
5. Be intended for accomplishment within the grant period ("the when"). (Example: *Over the next 12 months*, provide

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employment counseling to 100 offenders resulting in 60 offenders finding employment).

6. Relate directly to the data provided in the need justification.
7. Be challenging but realistically attainable with the resources that are requested for the program.
8. Stand alone, independent from any other objective, for its accomplishment.
9. Not exceed two sentences in length per objective.

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#### **Itemized Budget and Narrative**

Briefly explain the reason for each requested budget item. DO **NOT** simply restate the figures in the itemized budget. The Department of Criminal Justice Services wishes to encourage frugality to the extent possible without seriously affecting program quality. Applicants are encouraged to utilize existing personnel and volunteers instead of paid staff or consultants where possible; request a minimum on non-local travel; request a minimum of expensive equipment; rent rather than purchase expensive equipment when more cost effective; and investigate the availability of used, reconditioned or surplus equipment or supplies when appropriate. **Requested items not thoroughly justified will be deleted from the budget.**

#### 1. Personnel/Employees

- a) For salaries: List each position by title (and name of employee, if known). Show the annual salary rate for the employee and the man-hours of time to be devoted to the project by the employee. Budgets should take into account time needed to acquire new staff and changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. Justify the necessity of creating new positions. Could current staff be reallocated? Could volunteers be utilized? Do all positions need to be full-time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions.
- b) For employment benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the projects.

#### 2. Consultants

- a) For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed fee rate, and the amount of time to be devoted to such services. Individual Consultant rates should not exceed \$450.00 per day.
- b) For organizations, including professional associations and educational institutions, performing professional services: State the type of services being performed and estimated contract price.
- c) Consultant Travel and Subsistence: Estimate actual costs. These must be reasonable and adhere to the state's established travel policy.

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- d) Requests for consultants' fees will be very carefully screened. Consultant fees will be approved only when it can be clearly justified that the use of outside consultants will significantly enhance project effectiveness.

#### 3. Travel

Itemize total travel expenses of project personnel (only) by local mileage, non-local, and subsistence. Subgrantees must adhere to state travel policy and mileage rate (i.e. .485/mile) or local policy, whichever is least. State regulations allow reimbursement for actual reasonable expenses.

Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

#### 4. Equipment

Each major item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The Budget Narrative should thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

#### 5. Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, training materials, research forms, telephone and postage), and show basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone-long distance at "z" dollars per month, etc.). Narrative can break down major categories and itemize major expenditures in each subheading with justification, if necessary.

Established regulations prohibit paying more than \$10 per square foot for office rent or providing more than 150 square feet for each employee. Projects requesting these maximum rates without clear justification may be deleted from budget requests.

#### 6. Indirect Costs

These costs are not allowable in Offender Reentry grants.

#### 7. Cash Funds From Sources Other Than Grant Program Supporting This Project

Funds shown in this item are not governed by the terms and conditions which apply to the grant award. List source and amount of cash from the other sources (other federal or state grants, donations, private charities, etc.) that support this project.



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## GRANT APPLICATION CHECKLIST

**A complete grant application contains the following elements:**

- ☐ Has Page 1 (cover page) of the Grant Application been completed and signed by the Project Administrator?
- ☐ Have you included the Project Overview section including the program's accomplishments over the past year?
- ☐ Have you included the Goals and Objectives Section?
- ☐ Have all applicable parts of the Budget Category Itemization section been completed? Does each budget item show the DCJS fund amount and funds from any other source?
- ☐ Has a Project Budget Narrative been provided, explaining and justifying items shown in the itemized budget section.
- ☐ Does the material being submitted include an original and two (2) copies of the completed Grant Application?
- ☐ Have you completed and attached the Grant Application Checklist?